

OIS Registry

File: CLAS REVIEW

30 JUN 1991

MEMORANDUM FOR: Chairman, Training Selection Board, OTE

FROM: Thomas H. White  
Director of Information Services

SUBJECT: Review of Nonofficial Writings by Agency Employees

1. The Office of Information Services (OIS) recently was requested to review a research paper prepared by a current Agency employee who is a student at the National War College. In a discussion with the Executive Secretary of the Training Selection Board (TSB), it was learned that the current practice for obtaining approval for this type of paper was for the TSB to request approval from the appropriate Directorate Senior Training Officer for submission of the paper. The paper is also routed through the DO Senior Training Officer. It is understood by the student that this procedure approves only the submission to the school authorities, and that if subsequent re-publication by either the author or the school is desired, the paper will be submitted to the Publications Review Board (PRB).

2. The procedure established by [ ] states that Agency employees must submit for review of the PRB all writings intended for nonofficial publication ("publication" is defined as meaning communicating information to one or more persons) which make any mention of intelligence data or activities, or contain data which may be based upon information classified pursuant to law or Executive order. The responsibility is upon the employee to learn from the Agency whether the material intended for publication fits this description, and no steps will be taken toward publication until written permission to do so is received.

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3. The writings must be submitted to the PRB through the responsible Deputy Director or Head of Independent Office. If it is determined at this level that the material does not contain information which is classified or classifiable, does not identify any protectable relationship with a U.S. foreign intelligence organization, or does not impair the employee's performance of duties or interfere with the authorized functions of the Agency, the Deputy Director or Head of Independent Office may authorize the public release of the material without submission to the PRB.

4. I believe the procedure employed by the TSB, which has been in use since long before the procedure in [ ] was established, should be changed to conform to the current procedure. The mechanism for review of nonofficial writings is functioning and I recommend that the TSB procedure for review of student writings be re-examined.

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Thomas H. White

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STAT EO/OIS:  (22 June 1981)

Dist: Original - Addressee  
1 - ES/PRB (FYI)  
1 - OIS Subject  
1 - OIS Chrono

Date

## ROUTING AND TRANSMITTAL

22 June 81

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <input type="text"/>		6/22
2. DDIS		22 June
3. DIS		JUN 1981
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

This deals with the review of papers prepared by full time students who are Agency employees. You will recall several weeks ago we had one and you asked me to look into the procedure. You said you wanted to discuss this with  before submitting a formal memo.

I have shown this to Clark Wilson who thought it was fine. Makes sense to me. I agree.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

OIS/EXO

Phone No.

5041-102

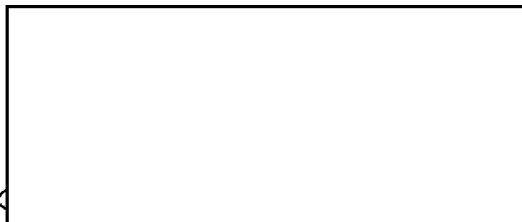
OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA  
FPMR (41 CFR) 101-11.206

8 7 MAY 1981

CRD - Please review  
and give me your  
opinion. I'll try  
to straighten out the  
procedure later.

STAT



STAT DIS: [redacted] (28 May 1981)

Distribution:

Orig. - Addressee w/att

✓ 1 - OIS Subject w/att

Att: Approval of Research paper by [redacted]  
entitled [redacted] requested by

STAT  
STAT

[redacted] ES-TSB/OTE

STAT

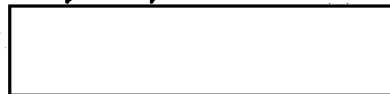
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DDIS (FYI)	WV	26 May
2. DIS		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*Suggest we have CRD take a look at this. I saw nothing of a classified nature in the paper.*

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DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

☆ GPO : 1980 O - 311-156 (17)

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
FROM:  Exec. Secy., Training Selection Board 826, Chamber of Commerce Building		EXTENSION		NO. <i>OIS 81-500</i>
				DATE 15 May 1981
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DDA-STO HQ 7D 18	5-19-81		<i>D</i>	1:
2. <i>OS/EAB</i> <i>H-E-33/HQS</i>	MAY 20 1981	5/20	<i>J</i>	[redacted] of the National War College, submits for approval his unclassified individual research paper,
3. DDA/OIS (T.White) 1206 Ames Bldg.				[redacted]
4. DDO-STO HQ 2C 20				Your approval is requested.
5.				[redacted] ES-TSB
6.				APPROVED: _____
7.				DISAPPROVED: _____
8.				2 to 4 and 12
9.				If the author has confirmed through his source that the phrase on the bottom
10.				[redacted]
11. <i>STO/DDA</i> <i>7-D-10/HQS</i>				[redacted] is unclassified, then the Office of Security does not object to the submission of the research paper.
12. Exec. Secy., Training Selection Board 826, Chamber of Commerce Building				[redacted]
13.				to 3: For component approval.
14.				
15.				

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Approved For Release 2005/12/01 : CIA-RDP93B01194R000700010008-6

Approved For Release 2005/12/01 : CIA-RDP93B01194R000700010008-6

## ROUTING AND RECORD SLIP

SUBJECT: (Optional)

FROM:

Exec. Secy., Training Selection Board  
826, Chamber of Commerce Building

EXTENSION

NO.

DATE

Form No.  
1 Dec 56

15 May 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA-STO HQ  
7D 18

5-19-81

D

1:

2. OS/EAB  
4-E-33/HQSMAY  
1981 20

5/20

J

1980-81 session of the National War College, submits for approval his unclassified individual research paper,

3 DDA/OIS (T.White)  
1206 Ames Bldg.

5/26

6/1

A

Your approval is requested.

4. DDO-STO HQ  
2C 20

5.

ES-TSB

6.

APPROVED: \_\_\_\_\_

7.

DISAPPROVED: \_\_\_\_\_

8.

2 to 4 and 12

9.

If the author has confirmed through his source that the phrase on the bottom

10.

11. ~~SS~~ STO/DDA  
7-D-10/HQS12. Exec. Secy., Training Selection Board  
826, Chamber of Commerce Building

is unclassified, then the Office of Security does not object to the submission of the research paper.

13.

14.

to 3: For component approval.

(See reverse)

15.



To:ll: Subject to confirmation  
that [redacted]  
referred to by OS is unclassified.  
OIS has no objection to the  
submission of the study.

STAT

/s/

[redacted]

STAT

27 MAY 1981

CRD - please review  
and give me your  
opinion. I'll try  
to straighten out the  
procedure later.

STAT



## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Classification Review Division

EXTENSION

NO.

DATE

29 May 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DIS

2.

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From the DDA point of view, with the exception of the Office of Security, we found nothing of a classified nature in our review of the manuscript.

Reviewed by  on 28 May 1981

Review Time: 2 Hours (40 pages)